



Republic of the Philippines  
**Department of Education**  
 Region VI- Western Visayas  
**DIVISION OF SAGAY CITY**

Division Memorandum  
 No. 531 s. 2022

NOV 02 2022

**CREATION OF THE SCHOOL GOVERNANCE COUNCIL (SGC)  
 DIVISION COMPOSITE TEAM**

To: OIC-Asst. Schools Division Superintendent  
 Chiefs – CID and SGOD  
 Public Schools District Supervisors  
 Heads of Public Secondary Schools  
 All Others Concerned

1. Pursuant to the Memorandum DM-OUHROD-2022-0090 on the “Initial Roll-out of the School Governance Council (SGC) Functionality Assessment Tool for Secondary Schools (FATSS)”, this office informs SDO Sagay City Composite SGC Composite Teams which will validate and verify the results submitted by SGCs. The division composition is as follows:

Chairperson: **SAMUEL J. MALAYO**  
 OIC- Asst. Schools Division Superintendent

Co-Chairperson/: **JOSETTE P. BALANDRA, PhD**  
 Coordinator EPS-SGOD

Members:

**MA. THERESA Q. BINGCANG, PhD**  
 Chief, SGOD

**JERSON F. DONASCO**  
 SEPS-Social Mobilization & Networking

**ANALIE V. BUHAYAN**  
 PSDS – District 8

**RICHARD T. RUBIN**  
 PSDS – District 9

**MARILYN B. GAMBOA**  
 PSDS – District 10

2. The roles, functions, and terms of reference of the composite teams are as follows:

POSITION	ROLES, FUNCTIONS, AND TERMS OF REFERENCE
<b>Chairperson</b>	Oversee the overall SGC monitoring and evaluation process
<b>Co-Chairperson/: Coordinator</b>	Plans the details, procedures, or guidelines for validating the SGC Functionality



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<b>Co-Chairperson &amp; Members:</b>	<ul style="list-style-type: none"><li>➤ Coordinate and collaborate with the Regional Composite team members, and school heads, lead/assist in the validation process, or facilitate the smooth conduct of the validation using the SGC FATSS</li><li>➤ provide appropriate Technical Assistance (TA) to Secondary Schools</li><li>➤ consolidates the data</li><li>➤ downloads and uploads necessary data;</li><li>➤ shall access the responses (backend data) of their respective Google Forms by checking the Means of Verifications (MOVs);</li><li>➤ may conduct a field visit if necessary <i>(in the event that they find issues with the data submitted by the SGCs, i.e. unmet indicators that were identified as met, indicators identified as met but did not submit the appropriate MOV, the team shall inform the school and rectify the data, validate and verify the data submitted by the SGCs. In case they submitted multiple responses, the team shall consider the latest response as a reference for the data validation.)</i></li></ul>
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3. SDO of Sagay City reminds all Secondary school heads of the online compliance of the SGC Functionality Assessment Tool which is scheduled last October 7, 2022, up to November 4, 2022, as the deadline.

4. Further, **in-person Technical Assistance to all Secondary school heads** and orientation for the Division SGC Composite Team roles and responsibilities will be conducted on **November 15, 2022; at 1:00 pm in the Division Conference Room.**

5. Likewise, secondary school heads are advised to bring their laptops and extension cords.

6. Immediate dissemination and compliance of this Memorandum are desired.

  
**MARSETTE D. SABBALUCA, CESO VI**  
Schools Division Superintendent 

Encl: as stated:

Reference: None

To be included in the perpetual index  
under the following subjects:

School Governance Council Functionality  
Composite Team



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